FI$Cal

Financial Information System for California

Wave 1 Solution Walkthrough (SWT): Budgeting

for Wave 2 Departments

May 29, 2014

Agenda

- FI$Cal Project Overview
- Wave 1 Solution Walkthrough Objectives and Approach
- FI$Cal Solution Overview
- Initiate Budget Development Process
- Prepare Departmental Budget Submission Process
- Develop Governor's Budget Process
- Manage Budget Legislation Process
- Administer the Budget Process
- Commitment Control
- Enter & Process Budget Journals Process – Operating Budgets
- Technology Considerations
- Session Recap

FI$Cal Project Overview

- The Financial Information System for California (FI$Cal) is a business transformation project for the State in the areas of budgeting, accounting, procurement, and cash management. The Project prepares the State to work in an integrated financial management system.

- California's Partner Agencies are working together to form the partnership to support FI$Cal at the highest level:
  - ☐ Department of Finance (DOF)
  - ☐ Department of General Services (DGS)
  - ☐ State Controller's Office (SCO)
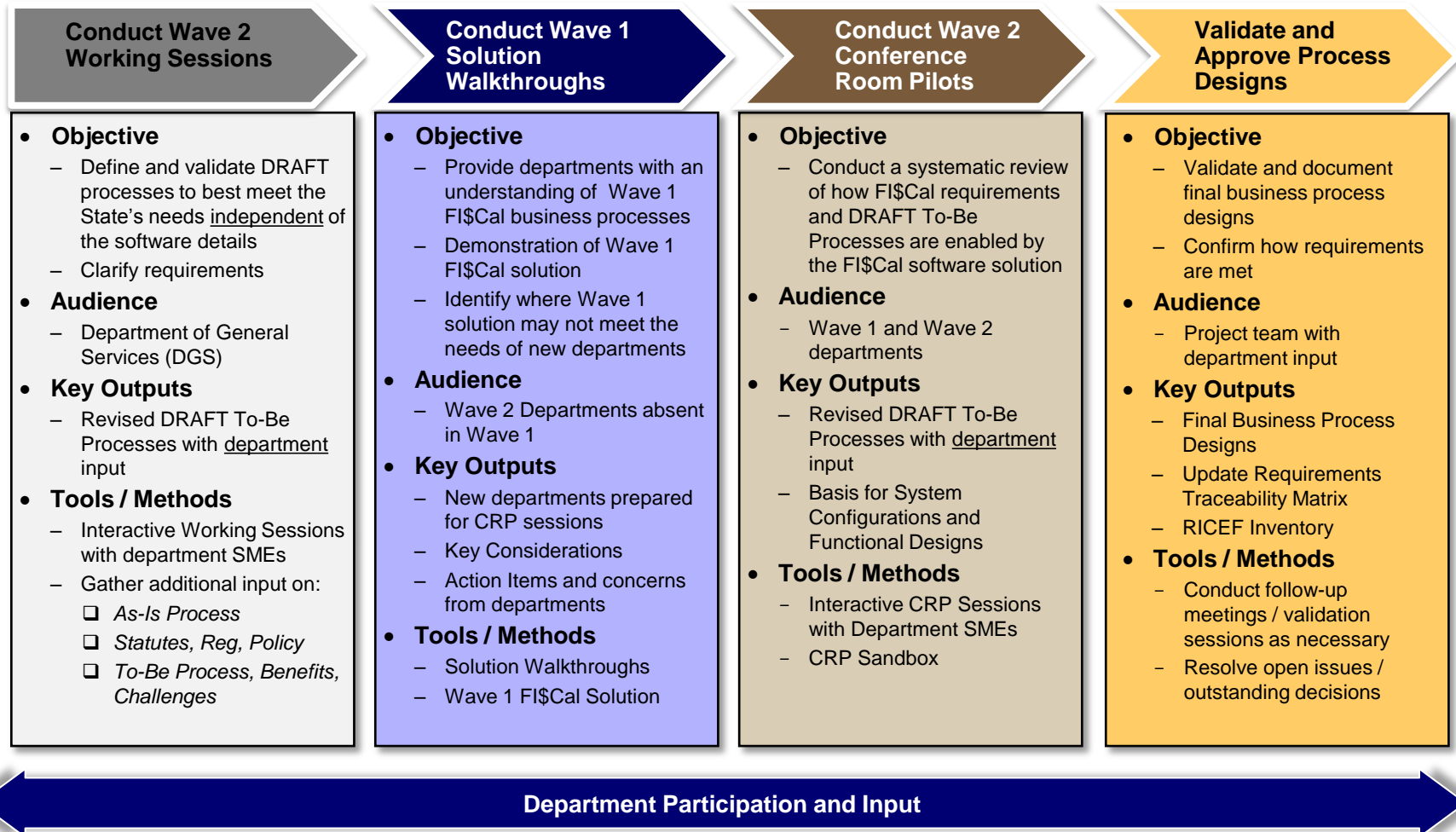 - ☐ State Treasurer's Office (STO)

FI$Cal Wave Timeline
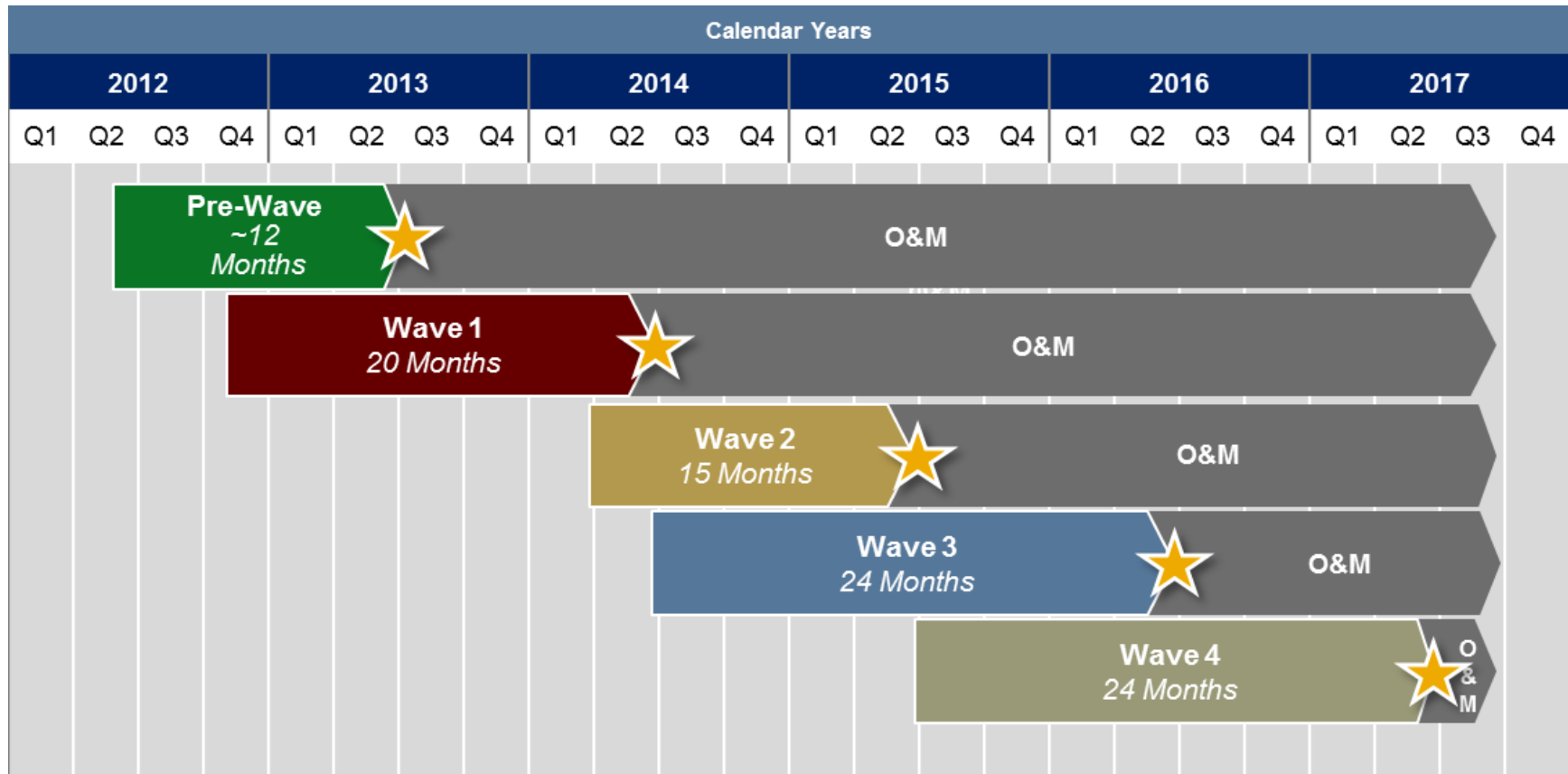
SWT Objectives

- The Wave 1 Solution Walkthroughs will provide:
    - ☐ An overview of the business process, including key terms and implemented functionality
    - ☐ A list of changes with the "To-Be" business process
    - ☐ An opportunity to begin thinking about updates to internal department processes
    - ☐ A demonstration of the FI$Cal Wave 1 solution

FI$Cal Design Approach

Conduct Wave 2 Working Sessions	Conduct Wave 1 Solution Walkthroughs	Conduct Wave 2 Conference Room Pilots	Validate and Approve Process Designs
• **Objective** – Define and validate DRAFT processes to best meet the State's needs <u>independent</u> of the software details – Clarify requirements • **Audience** – Department of General Services (DGS) • **Key Outputs** – Revised DRAFT To-Be Processes with <u>department</u> input • **Tools / Methods** – Interactive Working Sessions with department SMEs – Gather additional input on: ❑ *As-Is Process* ❑ *Statutes, Reg, Policy* ❑ *To-Be Process, Benefits, Challenges*	• **Objective** – Provide departments with an understanding of Wave 1 FI$Cal business processes – Demonstration of Wave 1 FI$Cal solution – Identify where Wave 1 solution may not meet the needs of new departments • **Audience** – Wave 2 Departments absent in Wave 1 • **Key Outputs** – New departments prepared for CRP sessions – Key Considerations – Action Items and concerns from departments • **Tools / Methods** – Solution Walkthroughs – Wave 1 FI$Cal Solution	• **Objective** – Conduct a systematic review of how FI$Cal requirements and DRAFT To-Be Processes are enabled by the FI$Cal software solution • **Audience** – Wave 1 and Wave 2 departments • **Key Outputs** – Revised DRAFT To-Be Processes with <u>department</u> input – Basis for System Configurations and Functional Designs • **Tools / Methods** – Interactive CRP Sessions with Department SMEs – CRP Sandbox	• **Objective** – Validate and document final business process designs – Confirm how requirements are met • **Audience** – Project team with department input • **Key Outputs** – Final Business Process Designs – Update Requirements Traceability Matrix – RICEF Inventory • **Tools / Methods** – Conduct follow-up meetings / validation sessions as necessary – Resolve open issues / outstanding decisions

Department Participation and Input

Ground Rules & Guiding Principles

- ***Challenge*** how the State does things today
- ***Perspective*** – Adopt a "Statewide" perspective
- ***Silence is Consent*** – Speak and share your thoughts
- ***There are no Bad Questions*** – Better to question, then assume
- ***Consider Best Practices*** and business process changes
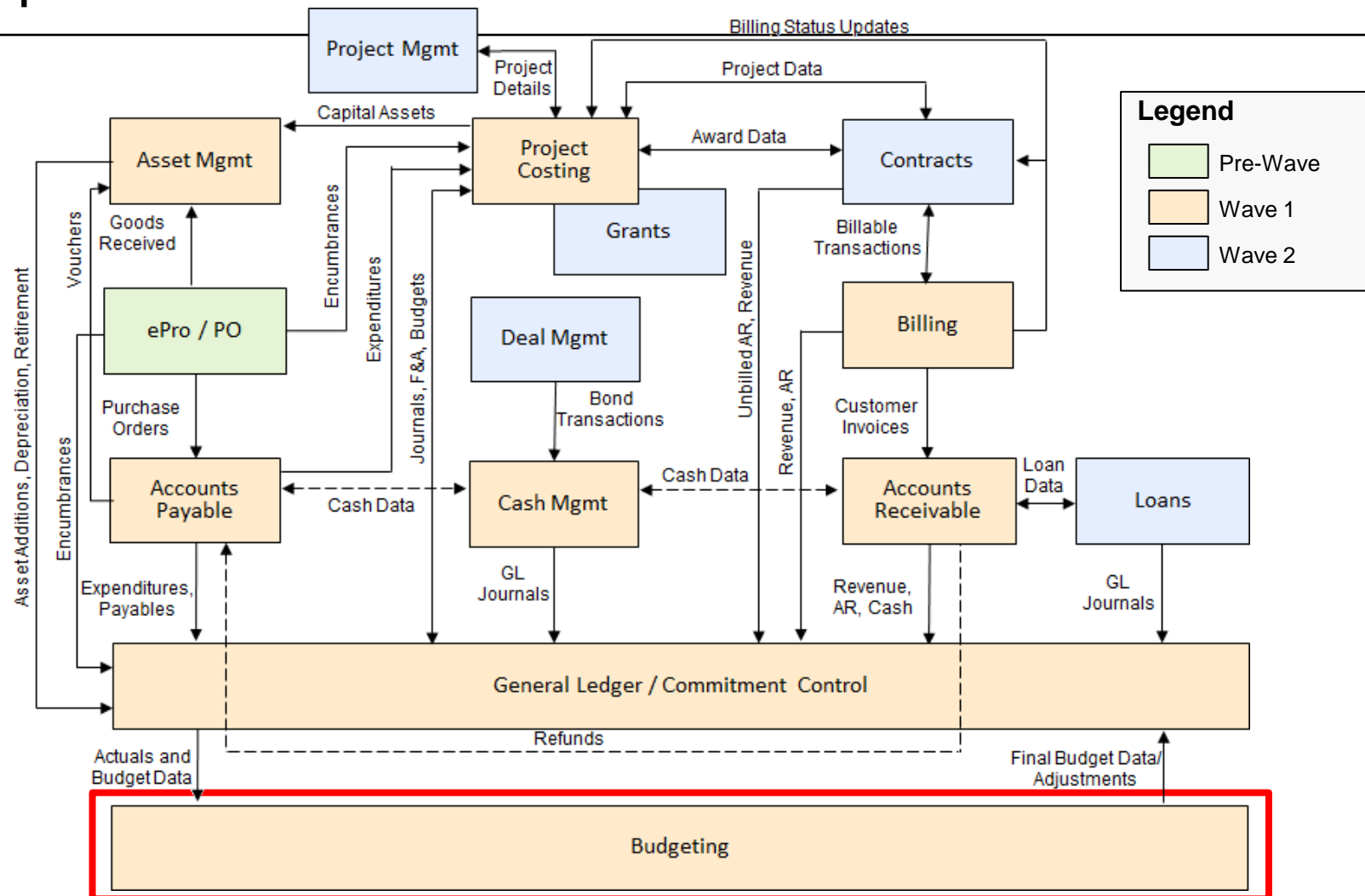- ***Think of the data*** and information you require
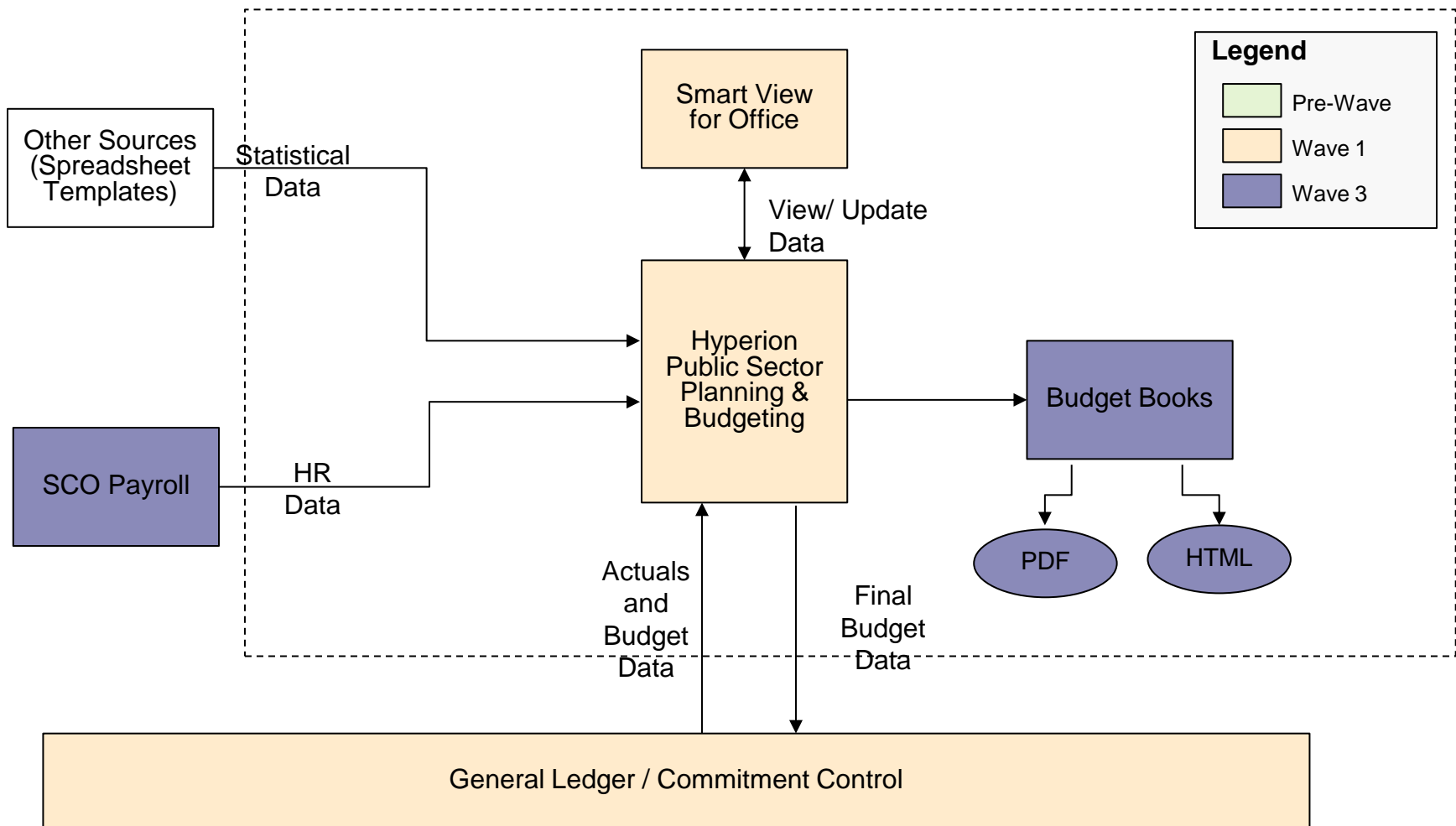
FI$Cal Solution Overview
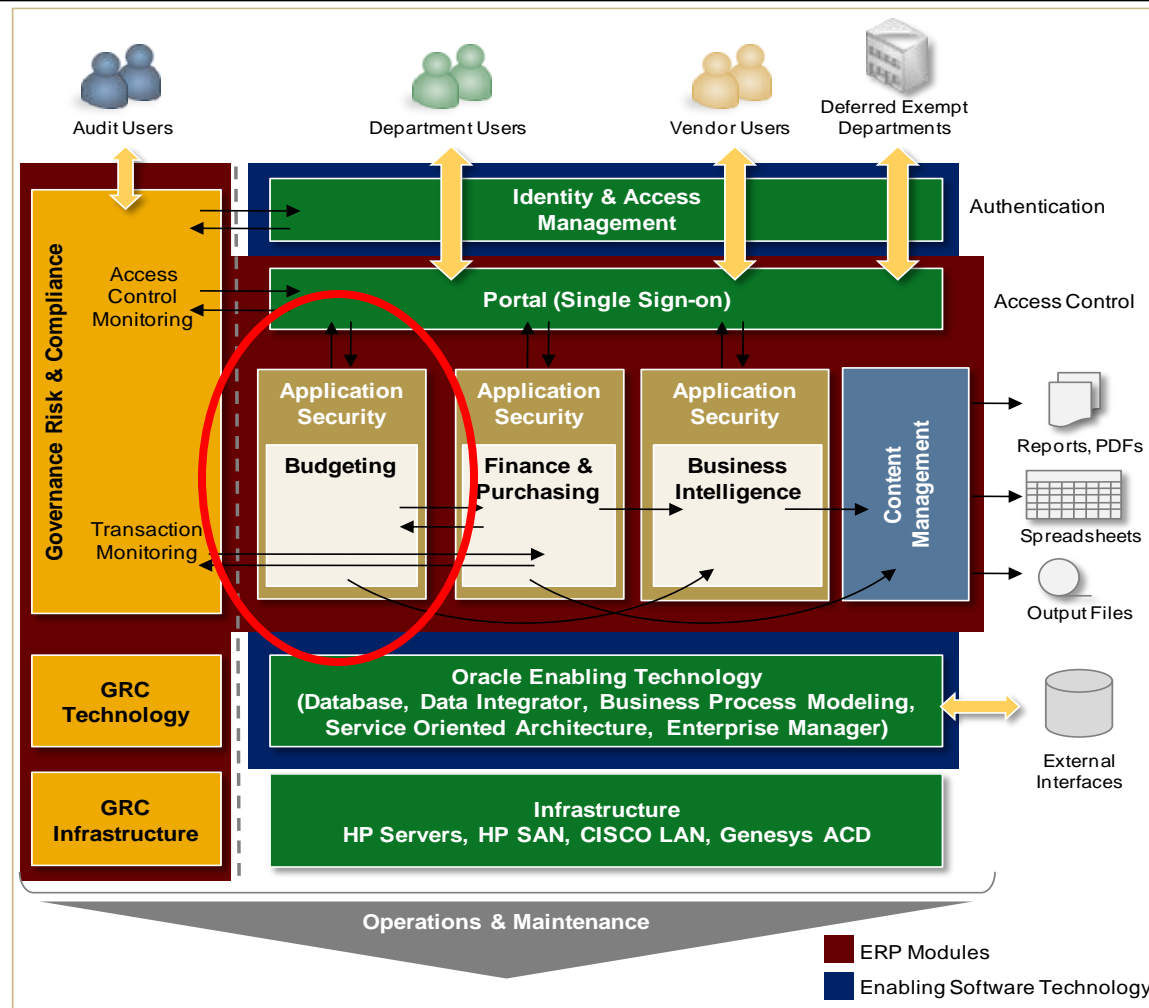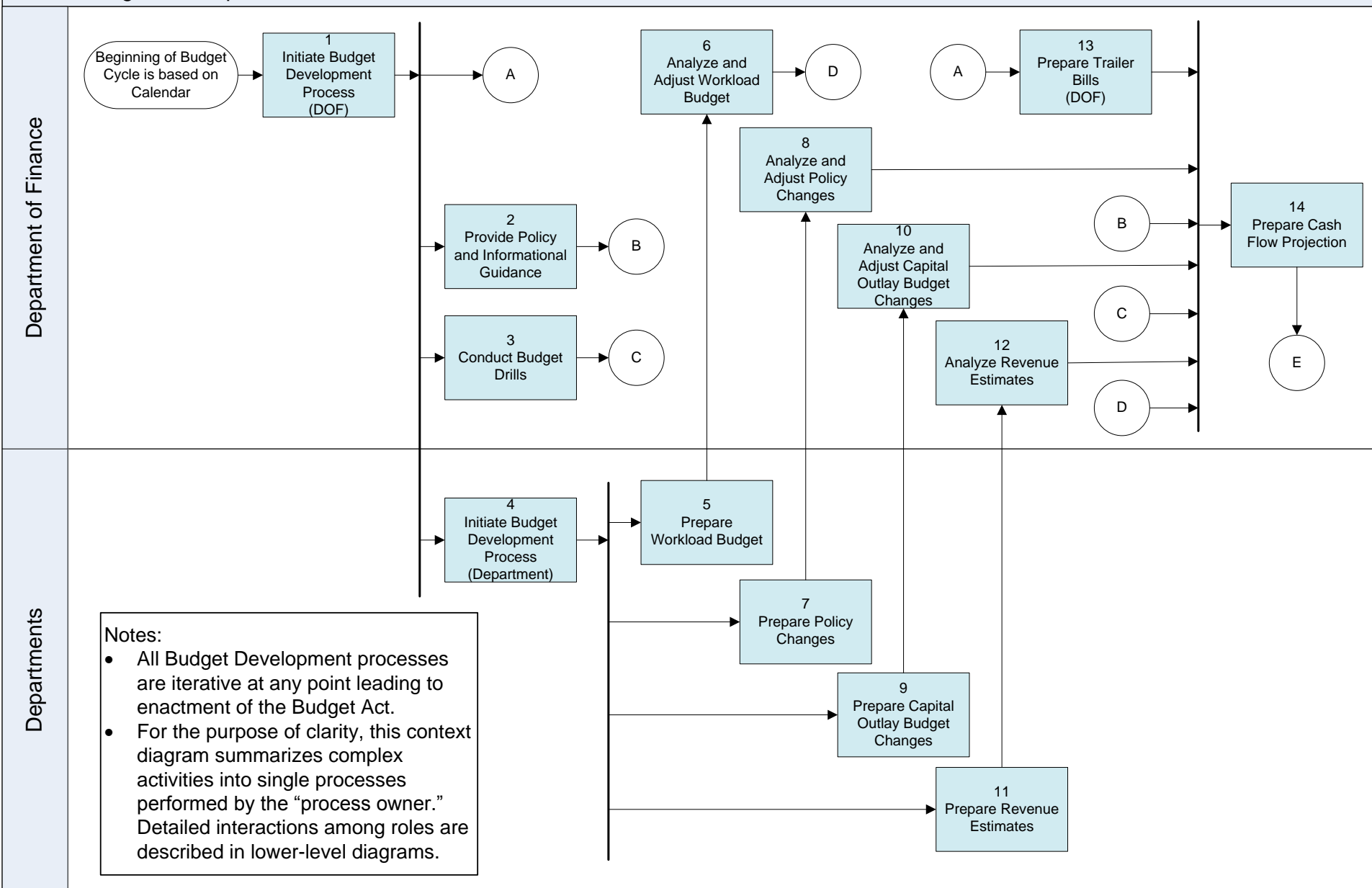
FI$Cal Solution

FI$Cal Budgeting Solution

Budget Key Terms

Term	Definition
Hyperion	The budget and planning system within the FI$Cal solution which the Department of Finance and departments will use to create budget requests
PeopleSoft	The system within the FI$Cal Wave 1 solution that contains all modules except Budgeting
Chart of Accounts (COA)	A collection of one or more types of codes used to classify financial and budgetary transactions
Dimension	A hierarchical representation of business descriptors. A few examples include Entity, Category, Fund, Reference, Year, Scenario, and Version.

Budget To-Be Process Context Diagram (Page 1)

Budget Development

Department of Finance

Beginning of Budget Cycle is based on Calendar

1 Initiate Budget Development Process (DOF)

A

6 Analyze and Adjust Workload Budget

D

A

13 Prepare Trailer Bills (DOF)

8 Analyze and Adjust Policy Changes

2 Provide Policy and Informational Guidance

B

B

14 Prepare Cash Flow Projection

10 Analyze and Adjust Capital Outlay Budget Changes

3 Conduct Budget Drills

C

C

E

12 Analyze Revenue Estimates

D

Departments

4 Initiate Budget Development Process (Department)

5 Prepare Workload Budget

7 Prepare Policy Changes

9 Prepare Capital Outlay Budget Changes

11 Prepare Revenue Estimates

Notes:
- All Budget Development processes are iterative at any point leading to enactment of the Budget Act.
- For the purpose of clarity, this context diagram summarizes complex activities into single processes performed by the "process owner." Detailed interactions among roles are described in lower-level diagrams.

Budget To-Be Process Context Diagram (Page 2)

| Budget Development | Budget Administration |

Department of Finance

E → **15** Brief Administration and Incorporate Decisions → **16** Publish Budget (Governor's Budget, May Revision) → **17** Record Legislative Actions

18 Support Reconciliation → **19** Support Governor's Veto Process → **16** Publish Budget (Enacted)

21 Adjust Appropriations

22 Manage Positions

State Controller's Office

20 Transfer Budget to Accounting System

21 Adjust Appropriations

22 Manage Positions

End

Notes:
- All Budget Development processes are iterative at any point leading to enactment of the Budget Act.
- All Budget Administration processes are iterative at any point after enactment of the Budget Act.
- For the purpose of clarity, this context diagram summarizes complex activities into single processes performed by the "process owner." Detailed interactions among roles are described in lower-level diagrams.

Departments

23 Develop and Apply Budget Allotments → **24** Review and Adjust Budget Allotments

21 Adjust Appropriations → **22** Manage Positions

Initiate Budget Development Process Overview

- The **Business Process** covers all activities related to preparing the budget system for the upcoming budget cycle

- This includes the following sub-processes:

  - **Maintaining cost drivers (DOF)**

  - **Pre-populating the budget system (DOF)**

  - **Preparing budget instructions (DOF)**

  - **Reconciling authorized positions**

- At the conclusion of this process, the budget system contains the base dollars and positions for Past Year, Current Year, and Budget Year

Initiate Budget Development Process Key Terms

Term	Definition
Base Budget	A department's starting point for developing its budget. For Current Year, it is the enacted budget. For Budget Year through Budget Year +4, it is the ending point of the prior budget cycle for that year. A department's base budget consists of one or more items of appropriation.
Item of Appropriation	A department's authorized level of expenditure from a specific fund for a specific program. An item of appropriation is expressed as a combination of the following: • Business Unit/Entity • Reference • Fund • Program

Initiate Budget Development Process Key Terms

Term	Definition
Limited Term	An authorized or budgeted amount that is only included in the department's budget for a specified timeframe.
Ongoing	An authorized or budgeted amount that is assumed to be included in the department's budget in subsequent years.

Initiate Budget Development Process Key Terms

Term	Definition
Authorized Position	A position that has been authorized in the Budget Act or other authorizing document. The authorizing document states that the department may have a position with a specified job classification.
Established Position	An authorized position that has been input into the SCO payroll systems. The established position may or may not be associated with an employee (i.e., it may be vacant). Authorized positions and established positions are different due to the manual process required to record positions in the payroll systems.

What is included in Wave 1

- Initiating the budget development process includes the activities necessary to prepare FI$Cal for the new budget development cycle

- Initializing departmental baseline budgets

- Starting base budget year (BY) budget amounts will not solely be the enacted current year (CY) amount (i.e., limited term amounts will be automatically removed)

- For Wave 1 only, new starting figures will reflect the enacted budget, and need to be adjusted by approved one-time costs, full-year annualization, and other approved out-year impacts (such as Budget Change Proposal (BCP) inflators or other pluses or minuses)

What is included in Wave 1

- Bottom line FTE's of your Schedule 7A will be entered into Hyperion

- Past year actual expenditures and revenues are collected for reporting and analysis

- Schedule 10 past-year data may be loaded from FI$Cal accounting records (via interface) after conversion or uploaded from templates

What is not included in Wave 1

- FI$Cal will not receive or send position data (Schedule 8) from/to the SCO's legacy payroll systems

- Detailed Salaries and Wages Publication (Schedule 7A) will not be published from FI$Cal

- Automated 607 process is not included in Wave 1; Departments will continue to submit position changes using the existing STD 607 form

- FI$Cal and SCO are considering integration between the two systems in future waves in order to implement position control

Summary Flow

Central FDM/ERPi Admin

Dept. Budget Processor; Dept. Budget Approver; DOF Budget Processor; DOF Budget Approver

Dept. Budget Processor; Dept. Budget Approver

Pre-populate budget system → Reconcile authorized positions → Enter bottom line FTE's into budget system

- Admin will pull actual financial data from FI$Cal General Ledger into budget system
- Admin will load data from templates

- Departments will reconcile authorized positions, similar to current process
- DOF reviews and approves

- Department enters bottom line FTE's

Key Impacts

- Schedule 10 past-year data may be loaded from FI$Cal accounting records (via interface) or uploaded from templates
- Bottom line FTE's of your Schedule 7A will be entered into Hyperion

- Add bargaining codes
- Add new class codes/ranges
- Past year actual financial expenditures and revenues

Initiate Budget Development Process (DOF)

FI$Cal System Administrator

Beginning of Budget Cycle is based on Calendar

Budget System
1
Pre-populate budget system

Budget System
6
Add budget letters to departments' task lists

Budget System
7
Open budget system to departments

Prepare Departmental Budget Submission

Department of Finance

Budget System
2
Establish, enter, and apply macro variables in the budget system, as appropriate

3
Develop budget letter that describes budget cycle and macro variables applied

4
Develop budget letter that describes policy guidance

5
Route budget letters for approvals

- Enter Macro Variables, for example:
  - Pricing letter standards
  - Set up FI$Cal with new budget dates

Prepare Departmental Budget Submission Process Overview

- The **Business Process** covers all activities related to preparing departments' incremental budget changes

- Departments complete budgeting activities in Hyperion:
  - ☐ Review baseline budgets
  - ☐ Enter baseline adjustments
  - ☐ Enter current year adjustments (e.g. Section 28.00)
  - ☐ Enter budget change proposals (BCPs)
  - ☐ Submit enrollment/caseload/population (ECP) budget changes
  - ☐ Create capital outlay budget change proposals (COBCPs)
  - ☐ Generate supplemental schedules

Prepare Departmental Budget Submission Process Key Terms

Term	Definition
Decision Package	Represents proposals for existing, new, or changes to services, programs, or business objectives. Decision packages contain budget requests that identify and justify the costs involved in implementing the decision package. A decision package may contain multiple budget requests.
Budget Request	Individual line item or budget, requesting a change in funding, in a Decision Package

Decision Package Types

- Baseline Budget Adjustment
- Baseline Revenue, Transfer, & Loan
- Budget Change Proposal
- Enrollment, Caseload, Population
- Capital Outlay Budget Change Proposal
- Baseline Administration Adjustment

FI$Cal Decision Package

- **_Policy Decision Package Example:_**
  a. Description: Extend statewide emergency response system (ERS)
  b. $ 3,000,000
     - ☐ Justification
     - ☐ Personnel resources
     - ☐ Materials and other cost implications

Extend ERS	*Justification narrative*	2014	*Items of appropriation*	$3,000,000

DECISION PACKAGE

Attach Supporting Documentation
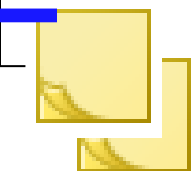
Detailed Notes

FI$Cal Decision Package Approval Concept

Extend ERS	*Justification narrative*	2014	*Items of appropriation*	$3,000,000

Route for Approvals

No - Exclude **(Confidential)**

Yes - Include

Proposed Budget
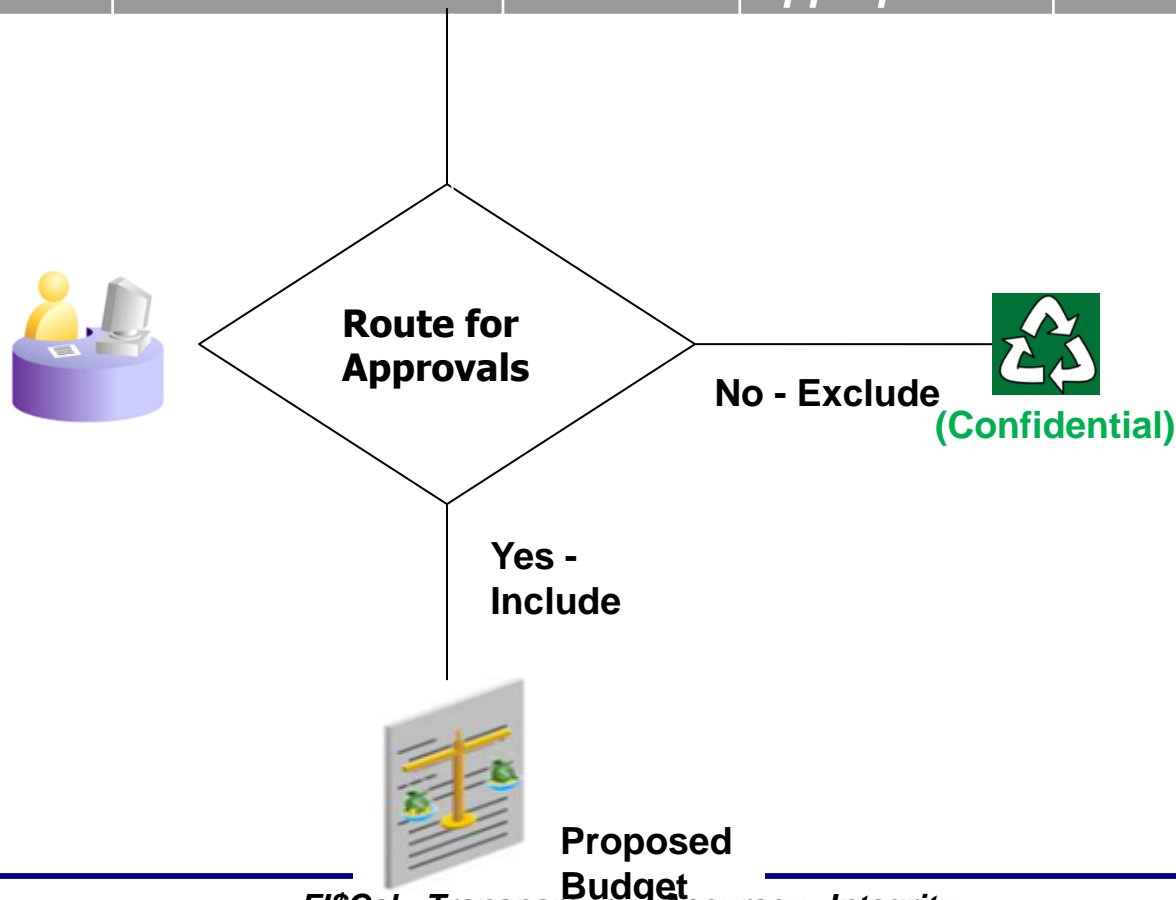
FI$Cal Budget Preparation Concept
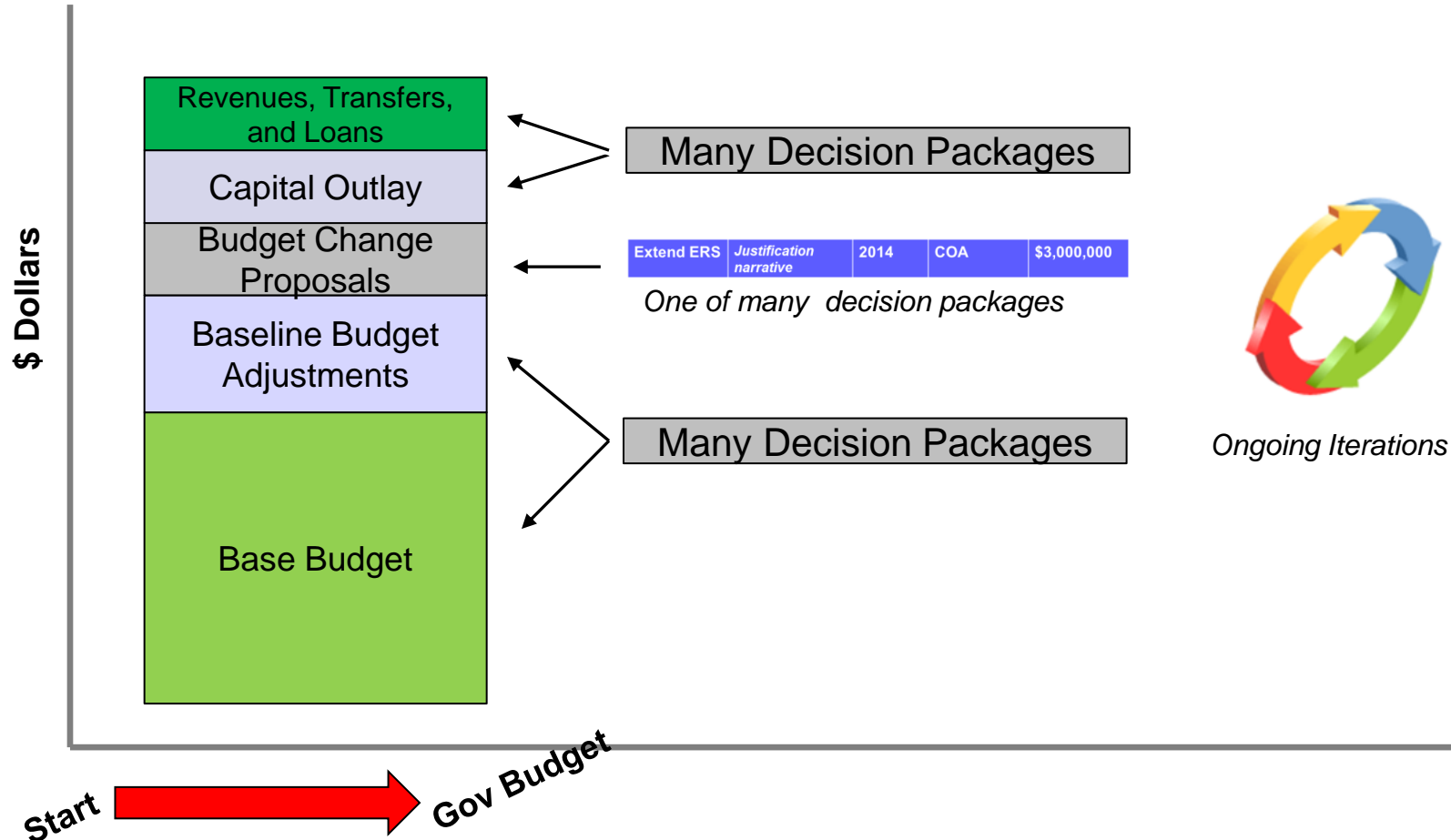
FI$Cal Budget Enactment Cycle
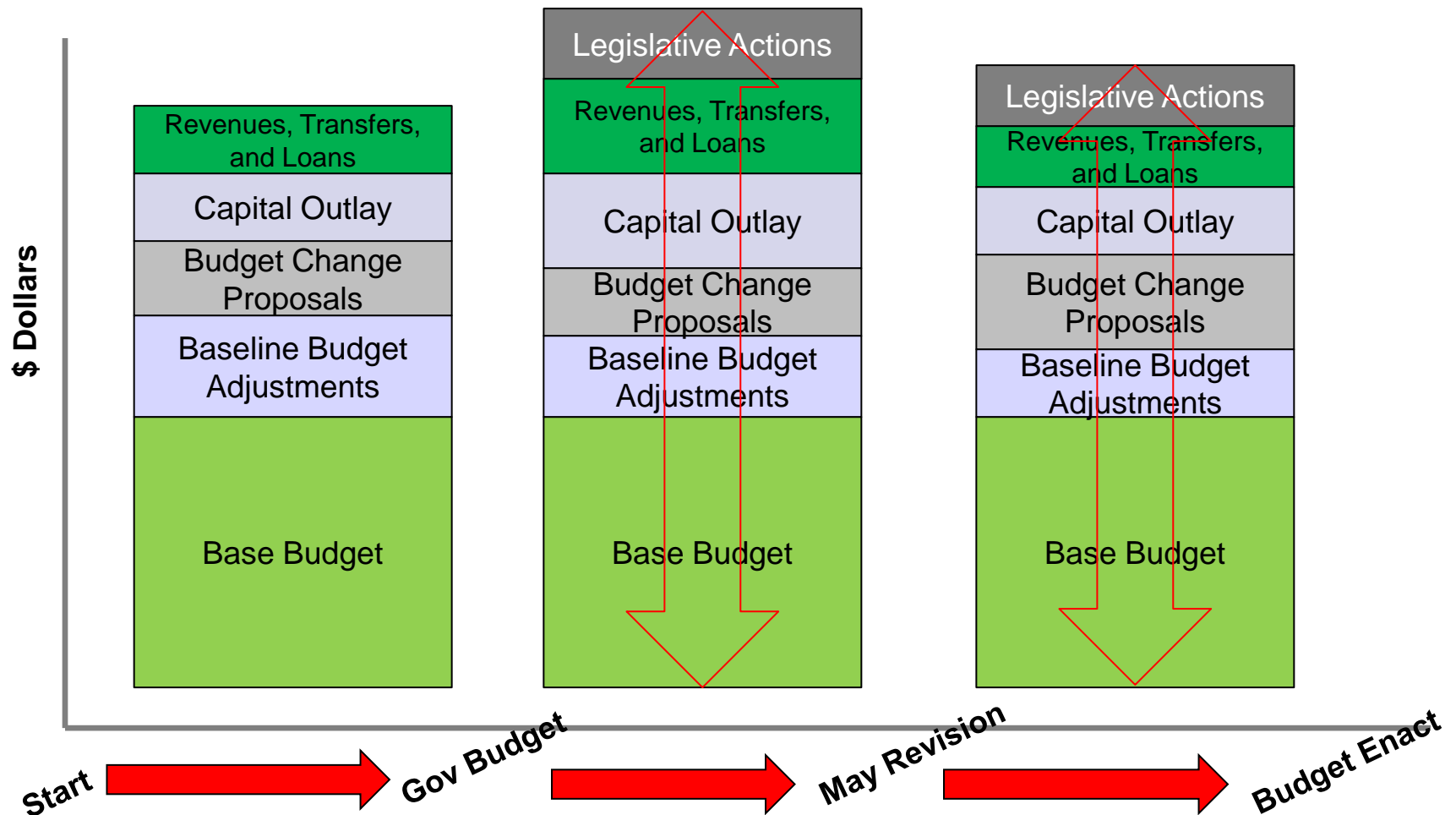
Prepare Departmental Budget Submission Process Key Terms

Term	Definition
Baseline Budget Adjustment	Budget changes that are in line with current policy. These may be technical adjustments to a budget or adjustments required by current law (e.g., ProRata, SWCAP).
Budget Change Proposal (BCP)	Requests for changes and the funds necessary to implement those changes. These are requests to change existing law, such as creating a new program, a change in an existing program, or funding a new activity such as an information technology project.
Enrollment Caseload Population (ECP)	Adjustments that occur due to increases/decreases in enrollment for the educational segments, caseload adjustments for programs such as Medi-Cal and welfare programs, and population adjustments for state hospitals and youth and correctional facilities.

Prepare Departmental Budget Submission Process Key Terms

Term	Definition
Baseline Revenue, Transfer, & Loan	Changes to revenue estimates, transfers, and loans that have been authorized in prior years. Requests for new revenues, transfers, and loans are requested in the BCP decision package.
Capital Outlay Budget Change Proposal (COBCP)	Requests for authority and funding for new or continuing capital outlay project work. Capital outlay projects span several years and are usually budgeted in multiple, iterative phases corresponding to the design-bid-build process methodology.
Budget Administration Adjustment	Requests to change a department's existing appropriations, such as budget revisions and executive orders.

Prepare Departmental Budget Submission Process Key Terms

Term	Definition
Scenario	An instance of data. It describes the type of data we are working with such as Governor's Budget, April Revision, May Revision, Enactment, Budget Administration.
Version	A subset of a Scenario to allow snapshots of multiple iterations of a budget cycle and provide modeling or what-if analysis. As such, the version dimension describes the possible stages or outcomes within the context of a Scenario. Examples include Department Working, Department What-If, Department Submitted. DOF has its separate versions for its use, as does the SCO.

What is included in Wave 1

- Departments prepare their incremental budget changes using decision packages
- Budget changes are reviewed and approved within the department and agency before being submitted to DOF
- Budget is prepared in whole dollars
- All items of appropriation must have a Program
- Reimbursements must be scheduled to a Program
- All items of appropriation will be Scheduled (elimination of Payables)
- Budget changes move through a departmental approval workflow

What is included in Wave 1

- New proposed workload adjustments will be input through decision packages for FI$Cal departments

- Budget amounts may be posted centrally or decentrally, as determined by DOF, for items like Pro Rata, Statewide Costs Allocation Plan (SWCAP), and employee compensation

- All adjustments (planning estimate details) will be entered into FI$Cal within one or more budget requests in a decision package

- All base and policy adjustments must be scheduled individually by program and fund, rather than allocated at a summary level

- Base and policy adjustments will be populated through BY+4

What is not included in Wave 1

- Electronic workflow to Agency Secretaries will not be available until Wave 4

- Departments will print and circulate decision package documentation for Agency Secretary review and signature prior to electronic submission to DOF

Summary Flow

Department Budget Processor	Department Budget Approver

Prepare decision package	Review, edit, and approve decision package

- Prepares decision packages in compliance with DOF Budget Letters
- Promotes to Approver for review and approval

- Reviews decision packages
- May make edits
- May send back to Processor or forward to others for review
- Submits to DOF
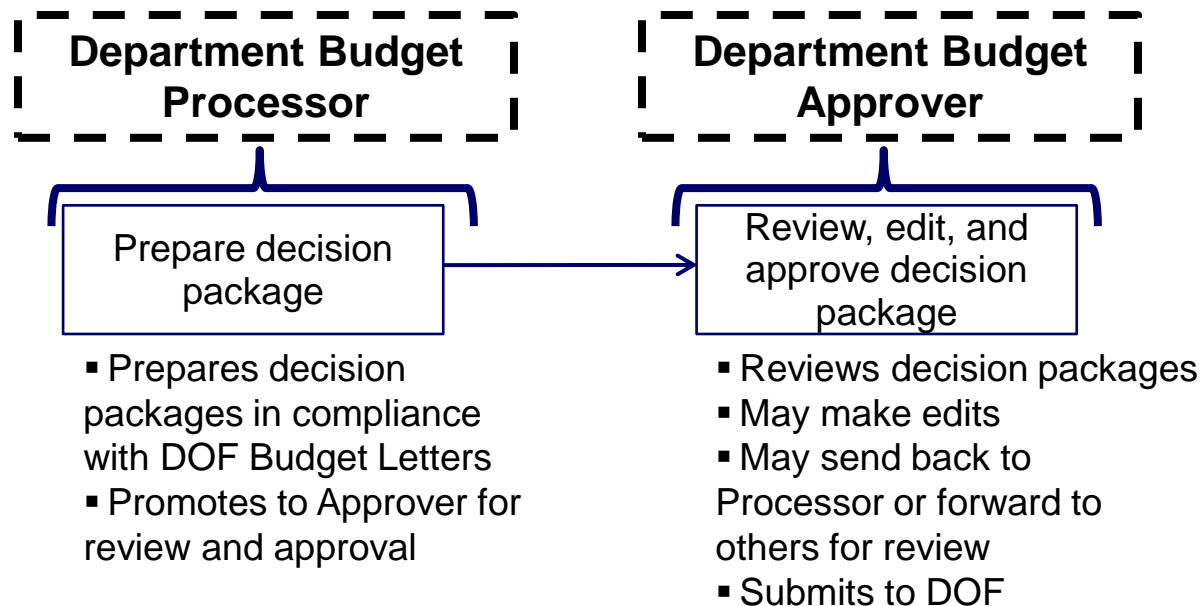
Key Impacts

- Budget changes are reviewed and approved via workflow within the department before being submitted to DOF
- All base and policy adjustments must be scheduled individually by program and fund, rather than allocated at a summary level

Prepare and Submit Incremental Budget Changes

Department of Finance

Initiate Budget Development Process

Analyze and Adjust Workload Budget Changes

Department Budget Approver

6
Route for approvals (iterative)

7
Submit to DOF for analysis and adjustment

Yes

4
Review for compliance with state and departmental guidance

Compliant with guidance?

Department Budget Processor

3
Enter decision package and budget request(s)

No

https://uat.epm.fiscal.ca.gov/workspace/index.jsp

FI$Cal
Fiscal Information System for California

Enterprise Performance Management System Workspace, Fusion Edition

Logged in as DeptAnalyst01@fiscal.ca.gov | Help | Log Off

Navigate   File   Edit   View   Favorites   Tools   Help

Explore

HomePage   CalPLANu - Task List Status

Search [_____] Advanced

⊞ **Forms**

⊞ **Decision Package Types**

My Task List

⊞ 📁 Budget Administration
⊞ 📁 Budget Preparation
⊞ 📁 Budget Analysis
⊟ 📁 **Department**
  ⊞ 📋 Budget Instructions
  ⊞ 📁 Baseline
  ⊞ 📋 Baseline Adjustments
  ⊞ 📋 Current Year Adjustments
  ⊞ 📋 Budget Change Proposal
  ⊞ 📋 ECP Change Proposal
  ⊞ 📋 COBCP Updates
  ⊞ 📋 Prepare Supplementary Schedules
  ⊞ 📋 Fund Transfers
  ⊞ 📋 Drill with instructions reducing personal co
  ⊞ 📋 Drill with instructions
  ⊞ 📋 Legislative Notification
  ⊞ 📋 Select Type as Decision Package
⊞ 📁 Department Analyst

⊞ **Preferences**

Task List Status

Task List Status - Department   View ▾

Status of all Task Lists

Overdue, 13.33%

■ Incomplete
■ Complete
■ Overdue

Incomplete, 86.67%

Task List Status - Department

Task List Tasks - Department

Task	Type	Status	Start Date	End Date	Alert	Completed Date	Instructions
⊟ 📁 Department	🗐	🗒					
📋 Budget Instructions	📥	🗒					
⊟ 📁 Baseline	📋	🗒					
📋 Review Baseline	📋	🗒					
📋 Open Schedule 8 L	📋	🗒					👓
📋 Baseline Adjustments	📋	🗒					👓
📋 Current Year Adjustm	📋	🗒					👓
📋 Budget Change Propo	📋	🗒					👓
📋 ECP Change Proposal	📋	🗒					👓

Develop Governor's Budget Process Overview

- The **Business Process** covers all activities related to the Department of Finance's review, approval, and publication of the Governor's Budget

- This includes the following sub-processes:
  - Analysis and adjustment of decision packages
  - Drills from DOF may be conducted within the system or outside the system at DOF's discretion
  - Projecting cash flow
  - Preparing trailer bills
  - Briefing the Administration
  - Publishing the Governor's Budget

- These processes are led by DOF

- Departments may be required to respond to requests for information from DOF

Manage Budget Legislation Process Overview

- The **Business Process** covers all activities related to recording legislative actions taken on the Budget Bill
- This includes the following sub-processes:
  - Recording legislative actions
  - Supporting the reconciliation of the two houses' budget bills
  - Recording the Governor's vetoes
  - Sending the enacted budget to FI$Cal Commitment Control
- These processes are led by DOF

What is included in Wave 1

- DOF will record legislative actions (dollars, language) in FI$Cal
- DOF may delegate recording legislative actions to departments
- Enacted budgets for FI$Cal departments will be transmitted to FI$Cal Commitment Control
- Enacted budgets for all departments statewide will be transmitted to SCO's legacy Fiscal System until Wave 3

What is not included in Wave 1

- FI$Cal is not integrated with the Legislative Counsel's Bureau systems

- Therefore, the budget bill language sheets and trailer bill RN processes will not change

Administer the Budget Process Overview

- The **Business Process** covers all activities required to analyze, forecast, change, and manage the budget after it is enacted

- This includes the following sub-processes:
    - ☐ Preparing and administering appropriation adjustments
    - ☐ Preparing and monitoring department operating budgets

Administer the Budget
Process Key Terms

Term	Definition
Baseline Appropriation Adjustment	Requests to change a department's existing appropriations, such as budget revisions and executive orders.
Budget Revision	Changes to a department's spending authority. It is a single transaction and involves one department. Budget revisions are numbered per appropriation item.
Executive Order	Also changes a department's spending authority, but the authority under which it is changed requires executive approval. May include multiple transactions and involve multiple departments. Executive orders are numbered consecutively by the Department of Finance (DOF).

What is included in Wave 1

- **Appropriation Level Adjustments**
  - ☐ Appropriation level budget changes are developed and approved in Hyperion
  - ☐ Appropriation level budgets will be posted to FI$Cal Commitment Control for controlling appropriations
  - ☐ Appropriation adjustments need DOF and SCO approval

- **Operating Budgets and Adjustments**
  - ☐ Operating level budgets (i.e., allotments or spending plans) are loaded into Commitment Control directly online or via spreadsheet
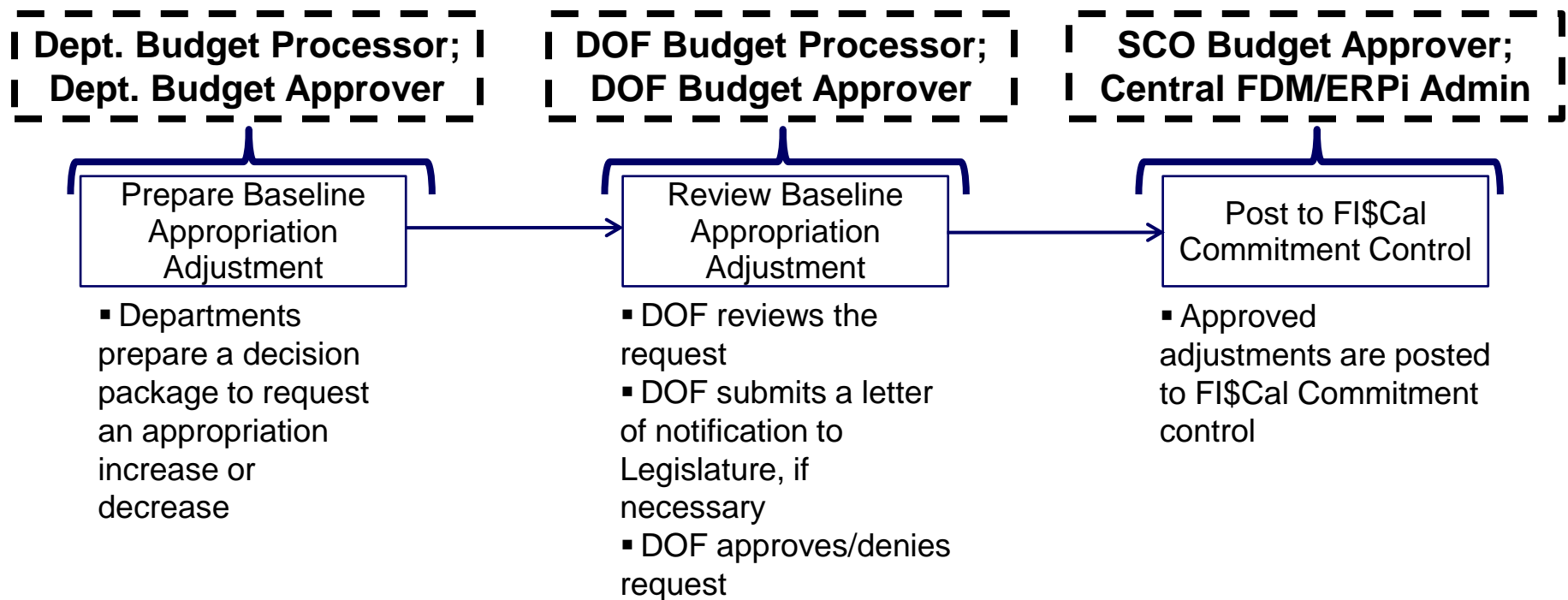
What is not included in Wave 1

- Departmental operating budgets will not be developed or administered in Hyperion for Wave 1

- Departments will load operating budgets directly into FI$Cal Commitment Control online or via spreadsheet

- FI$Cal is analyzing the use of Hyperion for the development and administration of operating budgets in a future wave

Summary Flow

Dept. Budget Processor; Dept. Budget Approver

DOF Budget Processor; DOF Budget Approver

SCO Budget Approver; Central FDM/ERPi Admin

Prepare Baseline Appropriation Adjustment	Review Baseline Appropriation Adjustment	Post to FI$Cal Commitment Control

- Departments prepare a decision package to request an appropriation increase or decrease

- DOF reviews the request
- DOF submits a letter of notification to Legislature, if necessary
- DOF approves/denies request

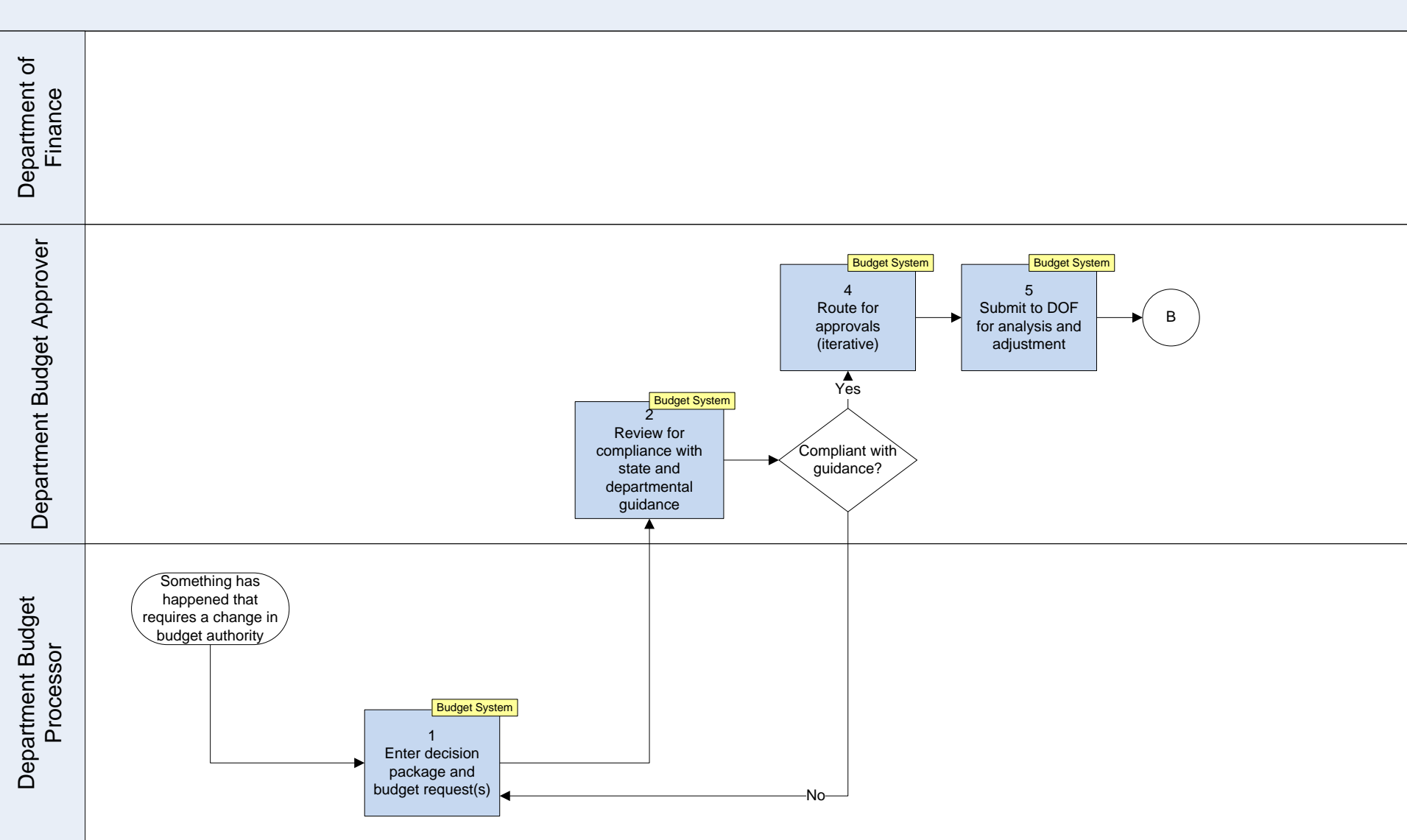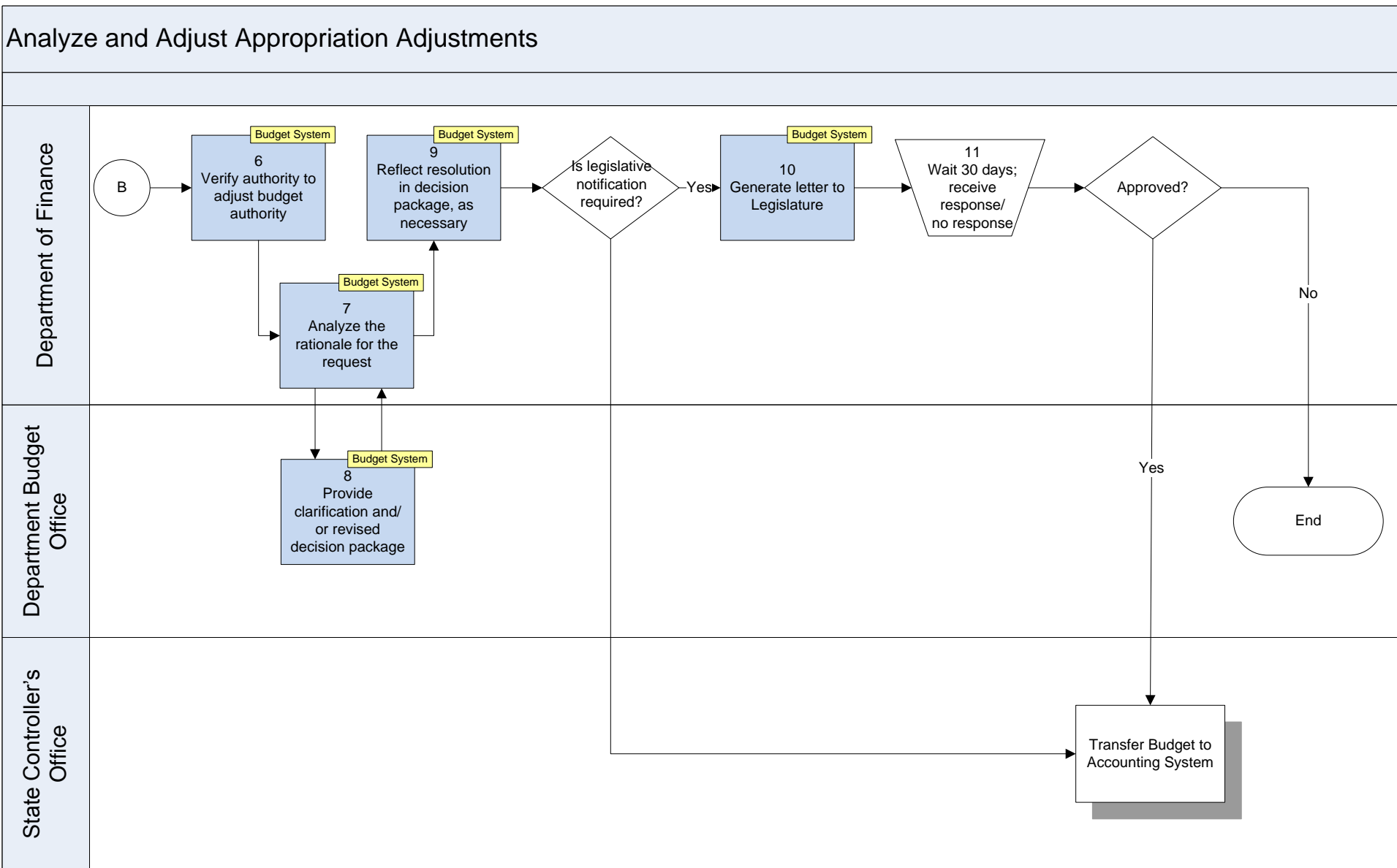- Approved adjustments are posted to FI$Cal Commitment control

Key Impacts

- Appropriation level budgets will be posted to FI$Cal Commitment Control for controlling appropriations
- Department level operational budgets may be posted to FI$Cal Commitment Control directly via spreadsheet

Prepare Appropriation Adjustments

Department of Finance

Department Budget Approver

Budget System

4
Route for approvals (iterative)

Budget System

5
Submit to DOF for analysis and adjustment

B

Yes

Budget System

2
Review for compliance with state and departmental guidance

Compliant with guidance?

Department Budget Processor

Something has happened that requires a change in budget authority

Budget System

1
Enter decision package and budget request(s)

No

Analyze and Adjust Appropriation Adjustments

Department of Finance

B → Budget System
6
Verify authority to adjust budget authority

→ Budget System
9
Reflect resolution in decision package, as necessary

→ Is legislative notification required? —Yes→ Budget System
10
Generate letter to Legislature

→ 11
Wait 30 days; receive response/ no response

→ Approved?

Budget System
7
Analyze the rationale for the request

Department Budget Office

Budget System
8
Provide clarification and/ or revised decision package

No → End

Yes

State Controller's Office

Transfer Budget to Accounting System

Technology Considerations for Hyperion – Conversions

- Statewide budget data for all departments statewide will be loaded into FI$Cal in Wave 1

- All departments will submit their budget details to FI$Cal in the Base Upload Spreadsheet for Past Year and Current Year

  - You may have attended the March FI$Cal Forum and seen the Base Upload Spreadsheet

- Additional appropriation-level budget conversions into Hyperion will not be necessary for Wave 2 departments
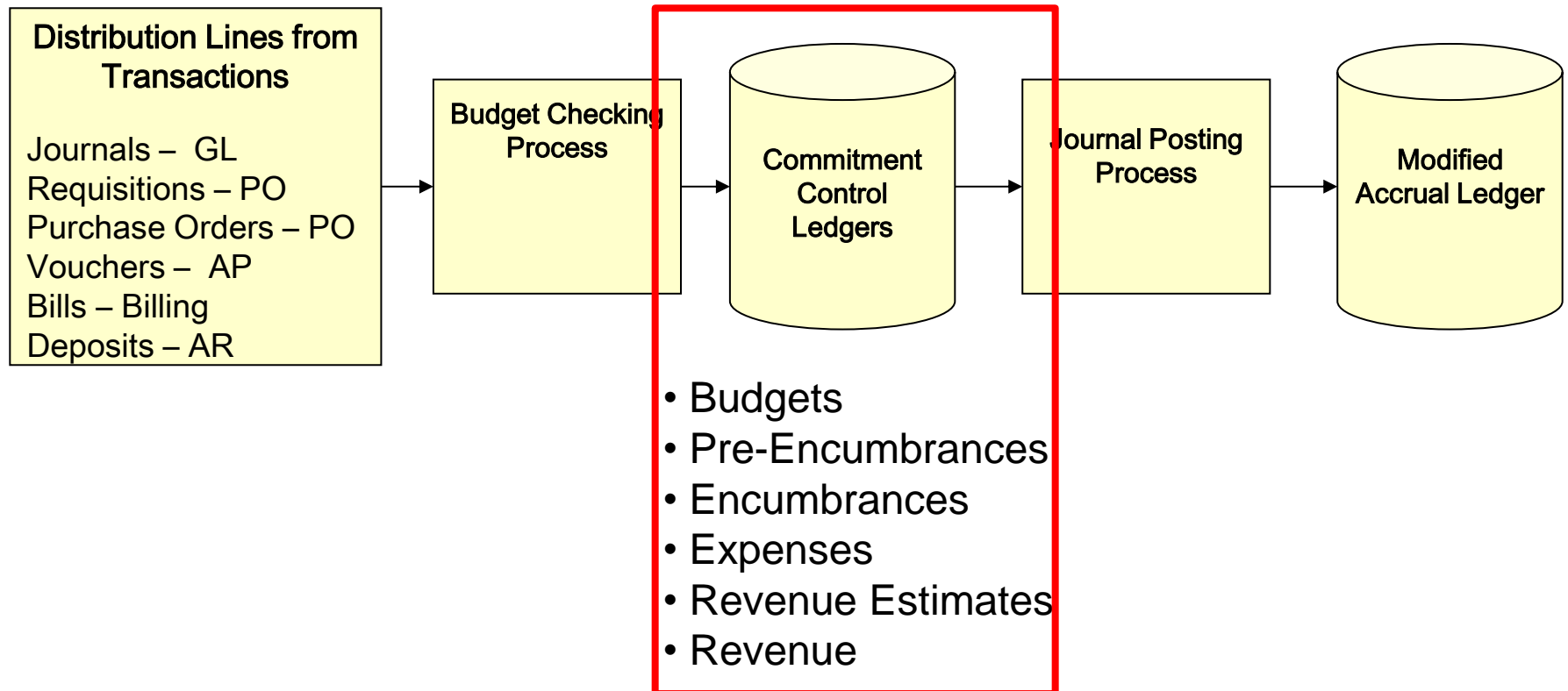
Commitment Control Overview

- The Commitment Control business process provides for the recording of budgeted revenue and expenditure amounts. Transactions in all FI$Cal modules are validated against these budgets.

- Commitment Control allows for the establishment of spending authority at differing levels within state government

- Appropriation and LTD Project budget balances will be converted for the Wave 1 departments

- Department of Finance will create and approve Appropriation Hyperion budget requests. These budget requests will be posted in Commitment Control to establish appropriation spending authority.

- Departments will document operating budget amounts utilizing the current business process. The amounts will be posted to commitment control in a budget journal.

Commitment Control Ledgers

- Budgetary control is enforced on financial transactions through the use of commitment control ledgers and control options.
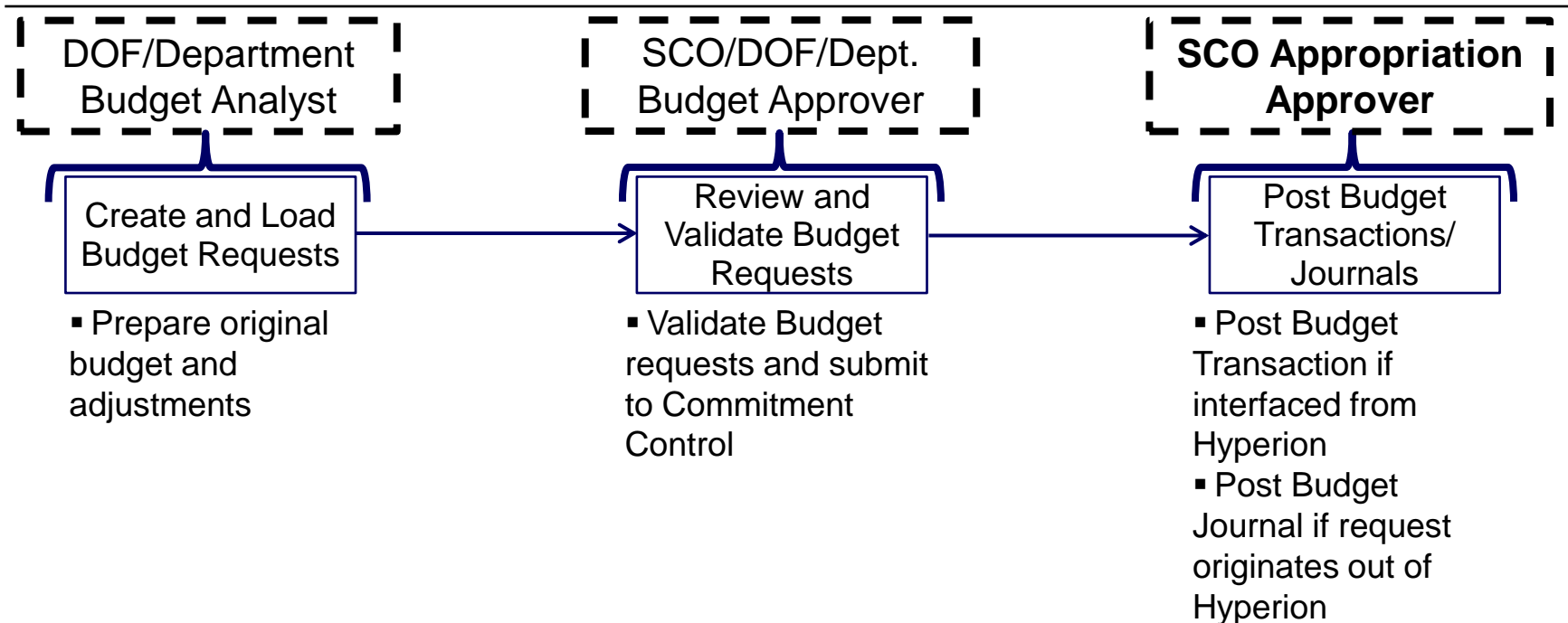

Distribution Lines from Transactions

Journals – GL
Requisitions – PO
Purchase Orders – PO
Vouchers – AP
Bills – Billing
Deposits – AR

Budget Checking Process

Commitment Control Ledgers

Journal Posting Process

Modified Accrual Ledger

- Budgets
- Pre-Encumbrances
- Encumbrances
- Expenses
- Revenue Estimates
- Revenue

Budget Journals Key Terms

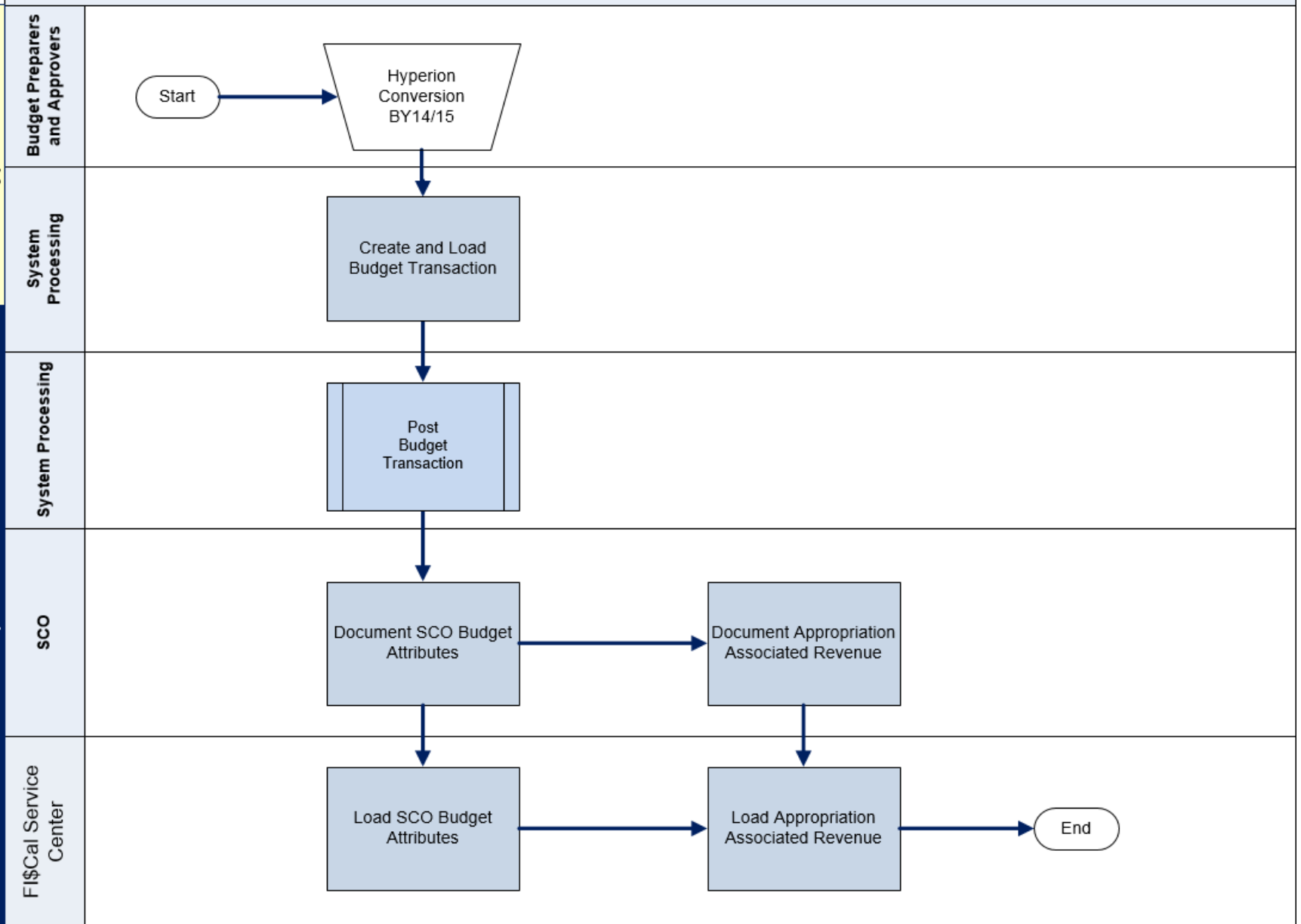| Term	Definition
Hyperion Planning and Budgeting	The budget and planning system within the FI$Cal solution which the Department of Finance and departments will use to create Appropriation budget requests.
Budget Journal	A journal containing one or more transactions of the same Budget Entry Type creating or modifying authorized budgeted amounts for a single Budget Definition. Departments will manage department level operating budgets with budget journals.

Process Appropriation

DOF/Department Budget Analyst	SCO/DOF/Dept. Budget Approver	**SCO Appropriation Approver**
Create and Load Budget Requests	Review and Validate Budget Requests	Post Budget Transactions/ Journals
• Prepare original budget and adjustments	• Validate Budget requests and submit to Commitment Control	• Post Budget Transaction if interfaced from Hyperion • Post Budget Journal if request originates out of Hyperion

Key Impacts

- DOF and departments will initiate budget transactions in FI$Cal
- SCO will approve amounts within Hyperion
- SCO can create and post budget journals in Commitment Control in the event of a no-budget situation or a statewide budget not utilizing Hyperion

GL – Hyperion/KK Integration
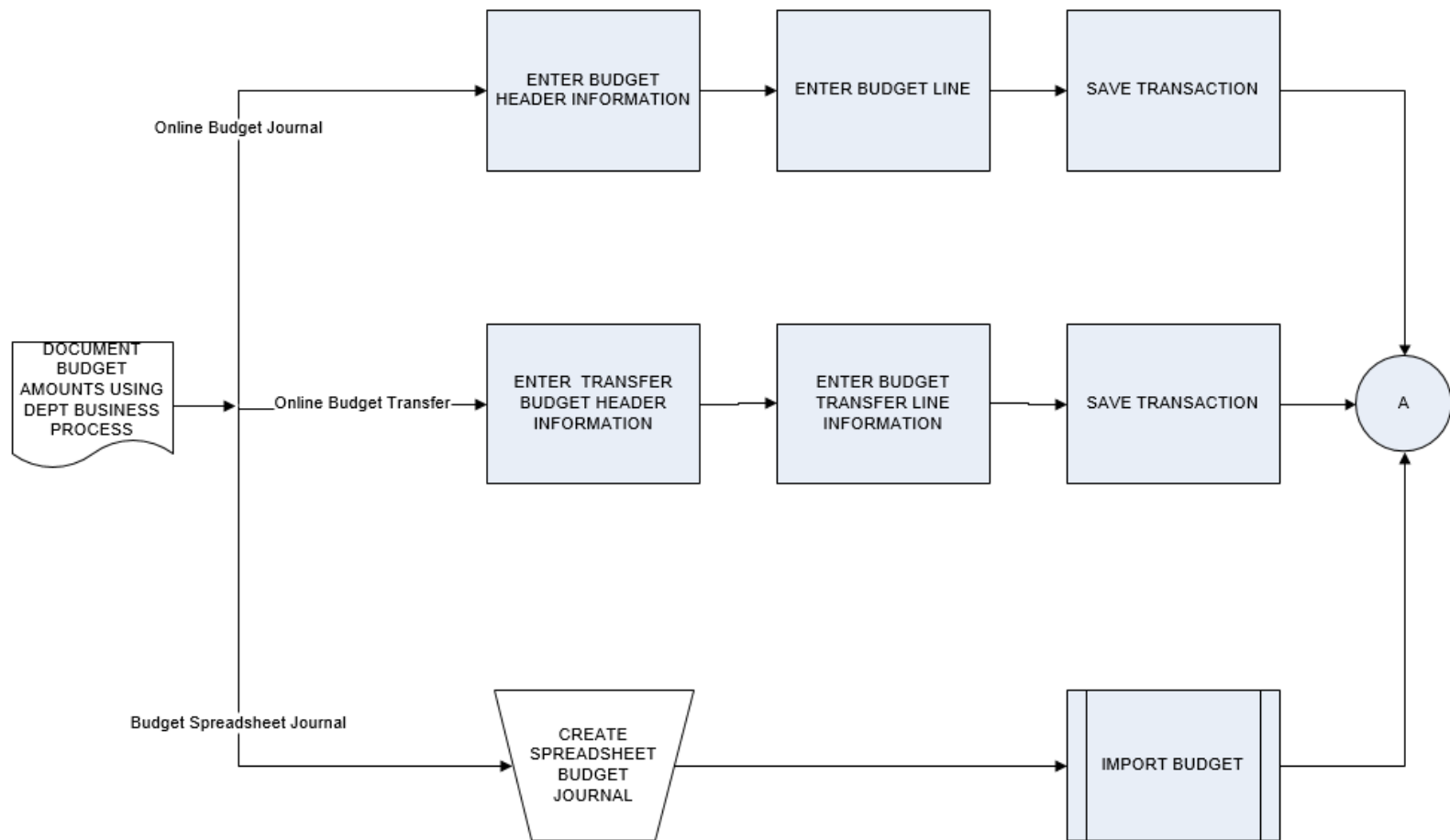
Hyperion

Budget Preparers and Approvers

Start → Hyperion Conversion BY14/15

System Processing

Create and Load Budget Transaction

PeopleSoft

System Processing

Post Budget Transaction

SCO

Document SCO Budget Attributes → Document Appropriation Associated Revenue

FI$Cal Service Center

Load SCO Budget Attributes → Load Appropriation Associated Revenue → End

Operating Budgets Solution

- Departments create operating budget using the same mechanism today (legacy budget creation)

- PeopleSoft Commitment Control module will have the appropriation budget from Hyperion; Departments record operating budgets into PeopleSoft online or upload via excel spreadsheet

- Level of detail for Operating Department is a department decision

- Departments can select from multiple types of expenditure and revenue budgets.

- Departments can select differing control options on each budget structure

GL – Enter and Process Budget Journals – Operating Budget

Department Budget Processor

DOCUMENT BUDGET AMOUNTS USING DEPT BUSINESS PROCESS

Online Budget Journal → ENTER BUDGET HEADER INFORMATION → ENTER BUDGET LINE → SAVE TRANSACTION

Online Budget Transfer → ENTER TRANSFER BUDGET HEADER INFORMATION → ENTER BUDGET TRANSFER LINE INFORMATION → SAVE TRANSACTION → A

Budget Spreadsheet Journal → CREATE SPREADSHEET BUDGET JOURNAL → IMPORT BUDGET

Operating Budget Processor

A

DELETE BUDGET JOURNAL? —Yes→ DELETE BUDGET JOURNAL

No

CORRECT BUDGET JOURNAL —No→ A

BUDGET JOURNAL ERROR? —No→ CREATE ADDITIONAL OPERATING BUDGET AT DIFFERING LEVELS —No→ B

Yes (down from BUDGET JOURNAL ERROR?) → REVIEW BUDGET JOURNAL ERRORS → CORRECT BUDGET JOURNAL ERRORS → A

Yes (from CREATE ADDITIONAL OPERATING BUDGET AT DIFFERING LEVELS) → CREATE BUDGET JOURNAL

Operating Budget Approver

BUDGET JOURNAL APPROVED? —Yes→ POST BUDGET JOURNAL (FSPQPOST)

Operating Budget Approver/Processor

```
 ( B )  →  [ CONFIRM BUDGET
             AMOUNTS UTILIZING
             COMMITMENT
             CONTROL INQUIRIES ]
                  │
                  ▼
          [ REVIEW
            INQUIRY
            RESULTS ]  →  < JOURNAL POSTED  ──Yes──→  [ CREATE CORRECTING
                            IN ERROR? >                  JOURNAL OR TRANSFER ]
                              │                               │
                              No                              ▼
                              ▼                             ( A )
                          [ Complete ]
```

FI$Cal
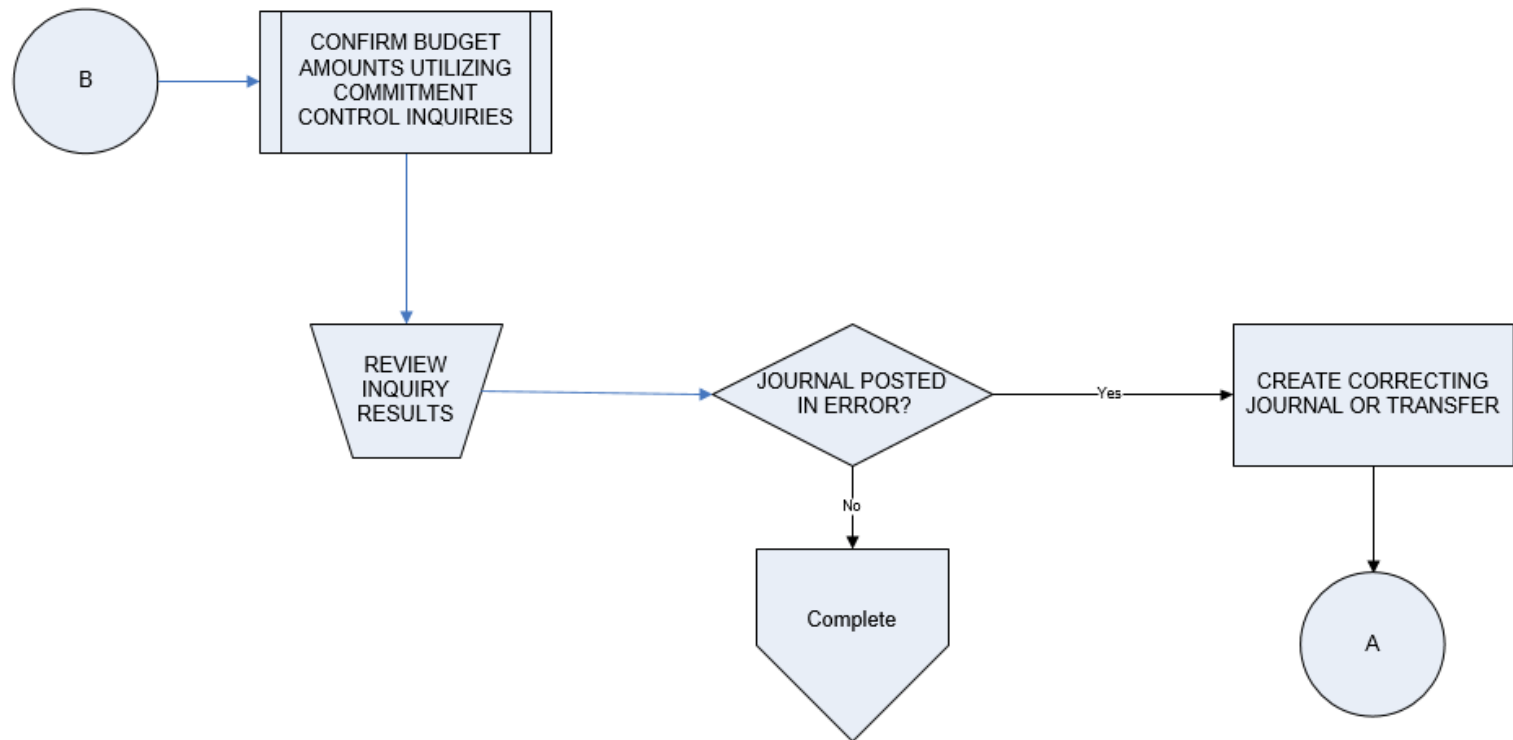
| Budget Header | Budget Lines | Budget Errors |

Unit: 3980   Journal ID: NEXT   Date: 05/27/2014

*Ledger Group: CC_DEPEXP1 🔍   Fiscal Year: 2013   Period: 11

Control ChartField: Fund   *Currency: USD 🔍

Budget Header Status: None   Rate Type: CRRNT 🔍

*Budget Entry Type: Original ▾   Exchange Rate: 1.00000000

Parent Budget Options   Cur Effdt: 05/27/2014 📅

☐ Generate Parent Budget(s)   Budget Type: Expense
☐ Use Default Entry Event
Parent Budget Entry Type: [▾]   Attachments (0)

Long Description:
[   ]

Alternate Description
[   ]

💾 Save   📧 Notify   🔄 Refresh   ➕ Add   📝 Update/Display

Budget Header | Budget Lines | Budget Errors

FI$Cal

| Budget Header | **Budget Lines** | Budget Errors |

Unit: 3980   Journal ID: NEXT   Date: 05/27/2014   **Budget Header Status:** None

*Process: [Post Journal ▾]   [Process]

▽ Lines

Personalize | Find | View All | ⬀ | 🔢   First ◀ 1 of 1 ▶ Last

| **Chartfields and Amounts** | **Base Currency Details** | [▦▶] |

Delete	Line	Ledger	Budget Period	SpeedType	Approp Ref	Fund	ENY	Account	Program	Rptg Structure
☐	1	C_DEX1_BUD	2013 🔍	🔍	007 🔍	0001 🔍	2013 🔍	50 🔍	3730000100 🔍	39800200 🔍

Lines to add: [1] [+] [−]   Journal Line Copy Down

From Line: [   ] To: [   ]   [Generate Budget Period Lines]

Totals

Total Lines: 1   **Total Debits:** 0.00   **Total Credits:** 0.00

[💾 Save] [📧 Notify] [🔄 Refresh]   [➕ Add] [📝 Update/Display]

Budget Header | Budget Lines | Budget Errors

Commitment Control Technology Considerations

- Interfaces:
    - ☐ Hyperion will export budget and budget adjustments to PeopleSoft as budget transactions
    - ☐ Hyperion will import budget close entries (reversion and the rolling forward of budget to the next Budget Period or Funding Fiscal Year if required) from PeopleSoft
    - ☐ Spreadsheet Budget Journals will be utilized to create and import Operating Budget amounts.
- Conversions:
    - ☐ Available balances for active appropriations will be converted into FI$Cal

Data Protection Overview

- FI$Cal will receive and retain various types of data that will need to be protected. All data can be classified as:

  - ☐ Public

  - ☐ Personally Identifiable Information (PII)

  - ☐ Sensitive

  - ☐ Confidential

- Various state agencies assisted FI$Cal in the development of a **Data Classification and Protection Framework**

Data Protection Overview

- All data that is received, retained, and transmitted by FI$Cal protected by:
  - ☐ Business Unit
  - ☐ Encryption
  - ☐ Role Based Access
- In addition, data classified as PII, sensitive, and confidential will receive the additional protection of:
  - ☐ Masked
  - ☐ Tracking when added, updated, deleted, and read
  - ☐ Role Based Access, such as Confidential User

Data Protection – Key Terms

Term	Definition
Public Information	Information maintained by state agencies that is not exempt from disclosure under the provisions of state or federal laws.
Confidential Information	Information maintained by state agencies that is exempt from disclosure under the provisions of state or federal laws.
Sensitive Information	Information maintained by state agencies that requires special precautions to protect from unauthorized use, access, disclosure, modification, loss, or deletion. Sensitive information may be either public or confidential.
Personally Identifiable Information	Information that identifies or describes an individual. This information must be protected from inappropriate access, use, or disclosure and must be made accessible to data subjects upon request.

Data Protection - Budgeting

- Work products (e.g., decision packages, budget requests) created during the development of the Governor's budget are ***Confidential***

- Governor's Budget is Confidential until it is made Public

- Certain items not specifically released by the Governor remain Confidential (e.g., budget requests that were denied)

- The FI$Cal budget system does not contain data classified as Personally Identifiable Information or Sensitive Information.

FI$Cal

Data Protection Processes & Fields

Process Name	Field Description	FI$Cal Standard Protection Framework
Budget Preparation and Administration	Entity	
Budget Preparation and Administration	Program	
Budget Preparation and Administration	Category	
Budget Preparation and Administration	Fund	
Budget Preparation and Administration	Year	
Budget Preparation and Administration	Period	
Budget Preparation and Administration	Budget Reference	
Budget Preparation and Administration	Request	
Budget Preparation and Administration	Scenario	
Budget Preparation and Administration	Version	
Budget Preparation and Administration	Account	
Budget Preparation and Administration	Service Location	
Budget Preparation and Administration	Decision Package	
Budget Preparation and Administration	Management Briefing Documents	
Budget Preparation and Administration	Reporting Structure	
Human Capital Planning	FTE Start Date	
Human Capital Planning	Hire Date	
Human Capital Planning	FT/PT	
Human Capital Planning	Job	
Human Capital Planning	Pay Type	
Human Capital Planning	Proposed FTE	
Human Capital Planning	Salary Basis	
Human Capital Planning	Union Code	
Human Capital Planning	Employee Number	
Human Capital Planning	Employee Name	
Human Capital Planning	Element Start Date	
Capital Outlay Planning	Project	
Capital Outlay Planning	Project Class	
Capital Outlay Planning	Program Class	
Capital Outlay Planning	Location	
Legislation	Legislative Bill Language	
Forecasting	Forecasted Fund Balances	
Forecasting	Forecasted Large Revenues	
Human Capital Planning	**Grade Midpoint**	
Legislation	**Senate Action**	
Legislation	**Assembly Action**	

Confidential

Standard Data Protection level For:
Confidential (Protected under the Public Records Act), Electronic Protected Health Information (e/PHI), Federal Tax Information, Notice Triggering Information, Payment Card Industry, Personally Identifiable Information (PII) and Sensitive Information, the following is the Standard Data Protection Level:

1. Mandates that Govern the Collection of this Field – State Administrative Manual (SAM).
2. Federal Tax Information Labeling – None.
3. FI$Cal Standard Protection Method(s):
   - Business Level Security.
   - Encryption.
   - Masked (SSN, TIN, and Payment Card).
   - Role Based.
4. FI$Cal Standard Actions to be Tracked:
   - Add, Delete, Update and Read.
5. FI$Cal Standard Data Retention: Average 7 Years. (No data disposal planned for FI$Cal currently).

Public	Confidential	PII	Sensitive

Budget Module classified as Confidential with the exception of the fields highlighted to be Public

Public

Data Protection – Next Steps

- FI$Cal is expecting this framework confirmed by Wave 1 departments will also meet the data protection requirements of Wave 2 departments

- Opportunity to request additional data protection in Wave 2 task TECH201: Review Data Classification and Protection Framework

Session Recap

- Key Considerations
- Future Action Items
- Action Items
- Concerns

Question and Answer

FI$Cal Project Information:

http://www.fiscal.ca.gov/

or e-mail the FI$Cal Project Team at:

fiscal.cmo@fiscal.ca.gov
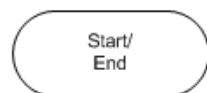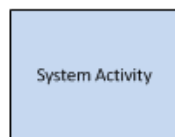
Appendix

Guide to Symbols in Flows

**Start/End** - Indicates point at which the process begins or ends. Does not represent any activity.

Decision - shows a decision point, such as yes/no. Each path emerging from the diamond is labeled with one of the possible answers.

System Task - Represents an individual step or activity in FI$Cal.

Manual Task - Represents an individual step or activity in the process that is made out of FI$Cal.
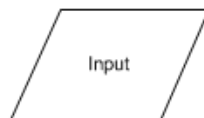
Input Documents – A paper document (or email) that is used for entering data in the process. For electronic data the Interface shape is used.

Connector - On/Off-Page Connector. Used to avoid complex overlapping connector lines or to continue a process on a subsequent page. Connectors are labeled with UPPER CASE letters.

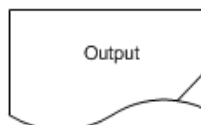**Interface** – Data conversion from one electronic system to another.
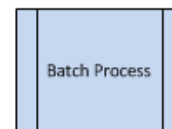
Batch Process - Represents a batch process within Fi$Cal.

Flow Arrow

Intra Integration Process - A input or Output to some other process within the same capability

Output Documents - An electronic document that is created by the process and can be printed (for example – any kind of report).

ChartField / UCM Codes Cross-reference

Legacy

Organization Codes		Index	Fund	Subfund	Program	Element	Component	Task	Project
Level 1	All Other								

FI$CAL

Business Unit 4	Reporting Structure 8	Fund 4/9	Program 10	Project 15

Service Location 5	Agency Use 10	Statistics Code 3	Budget Period 4

Account 7	Alternate Account 10	Appropriation Reference 3/4	Enactment Year 4

Legacy

Object Code	Receipt Code	GL Code	Agency Source	Agency Object	Appropriation Reference	Year of Enactment